

State of Nevada IT Strategic Planning Committee

Agenda & Meeting Minutes

Meeting Name: Strategic Planning Committee
Chair: Mike Hillerby
Recorder: Alisanne Maffei
Date: October 31, 2001
Time: 10:00 AM
Location: Human Resources Conference Room

Attendees

Name	Attend ✓	Name	Attend ✓
Mark Blomstrom, DoIT	X	Michael Hillerby, Governor's Office	X
Terry Savage, DoIT	X	Myla Florence, DETR	X
Kathy Ryan, DoIT	X	Freeman Johnson, CNR	X
Alisanne Maffei, DoIT.	X	Beau Pankiw, SOS	X
Bill Maier, B & I	X	Jim Demme, NDOT	X
Woody Thorne, PEBS	X	Tom Stephens, NDOT	X
Scott Sisco, Cultural Affairs	X	John Neil, NDOT	X
Sarah Jones, Cultural Affairs	X	Chuck Conner, DMV	X
Tax		HR	
DPS		Education	
Admin			

Open Discussion

1.	Introductions of Committee Members in attendance
2.	Description of Enterprise Wide IT Coordination; and explanation of the Executive Oversight Committee.
3.	Overview of the purpose of the Strategic Planning Committee; Overview of Strategic Planning; Discussion of common beliefs, vision.
4.	Short Term meeting needs were discussed; three major meetings are needed to complete a Committee Charter and produce a listing of prioritized issues and guiding principals.
5.	The Strategic Planning Committee will have a package together for the Governor's Office to take to the legislature prior to the start of next session. One year from now we have to have the enterprise wide approach in place.
6.	Mike Hillerby stated that the IT community will develop a consensus of standards and choices/consequences with options to be presented to the Nevada IT Oversight Committee (NITOC). This will serve as a longer-term information flow. If consensus is not reached at NITOC, the Strategic Planning Committee can be utilized as a sounding board before it goes in front of the Governor's Oversight Committee.
7.	This strategic planning committee will be a guiding force on strategic planning options and set direction for the larger IT community.
8.	The Strategic Planning Committee develops Guiding Policy. Risk Assessments will be included in the analysis.
9.	Issues
	Woody Thorne stated that the committee should deal with broad issues, perhaps within an eighteen month to a

	three-year cycle.
	Myla Florence stated that common business practices should be covered; The State of Nevada is not taking advantage of the commonality. The Strategic Planning Committee should set the direction, and discuss what kind of systems agencies are looking at doing to take advantage of common systems across the state. This would include a shared business sense and a broader vision for the future.
	Freeman Johnson stated that different platforms should be covered; with cost efficiencies and needs included.
	Beau Pankiw stated that the decisions depend on the situation
	Tom Stephens stated that the Total Cost of Ownership needs to factor in the labor cost of existing staff. Just looking at equipment is not the whole picture.
10.	A condensed listing of major issues to build guiding policies will be discussed at the next meeting.
11.	Organization of NITOC and other committees discussed.
12.	A request was made to obtain other committee notes; a web site will be set up for all committee members to link to other committee information. See
13.	A request was made to obtain other committee notes; a web site will be set up for all committee members to link to other committee information effective January 2, 2002.
14.	In Closing, Mike Hillerby stated that the committee will set broad policy statements for IT leadership
15.	Next meeting tentatively set for November 28, 2001. December meeting set for December 19, 2001. Time scheduled for 10:00 – 12:00.
19.	

Decisions¹

Item No.	Decision	Rationale	Impact	Date

Action Items²

Item No.	Date Opened	Description	Assigned To	Status	Date Closed
1.	10/30/01	Develop IT Issues list for prioritization	Mark Blomstrom	First draft	12/17/01
2.	10/30/01	Follow through and produce Draft Charter	Mark Blomstrom	First draft	12/17/01
3.	10/30/01	Develop a guiding principals document	Mark Blomstrom	Open	
4.	10/30/01	Summarize the committee member input from 10/31/01 meeting	Mike Hillerby	Done	12/17/01

¹ *Decision*: Reaching a conclusion... particularly in response to a course of action.

² *Action Item*: A commitment to complete an action or an assignment.

Approved By

Signature	Name	Role	Date